

# SINGLE FAMILY RESIDENTIAL DESIGN REVIEW



## Belmont Permit Center TIER 2 & TIER 3 - APPLICATION CHECKLIST

Page 1 of 4

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_

	<b>Required</b> (by City)	<b>Submitted</b> (by applicant)	
<b><u>Applications</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signed Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Residential Design Guidelines Checklist
	<input type="checkbox"/>	<input type="checkbox"/>	Deferred Improvement Agreement
<b><u>Plans</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-sections (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey map
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan
	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile

**Address:** \_\_\_\_\_

	<b><u>Required</u></b> (by City)	<b><u>Submitted</u></b> (by applicant)	
<b><u>Plans</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vegetation Management Plan</b>
<b><u>Continued</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Closest Fire Hydrant on plans</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Perspective Drawings</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Contextual Map</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>View Study and/or Photo Montage</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Residential Design Criteria Methods delineated on Plans</b>
			<b>Sidewalk curb and gutter</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other _____</b>
<b><u>Technical</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Calculations for cut and fill</b>
<b><u>Information</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Geotechnical report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engineering geology report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>C-3 Checklist</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Arborist report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Historical or Archaeological report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Biological report</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary title report</b>
<b><u>Fees / Deposits</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Environmental fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>City Arborist Review Fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Geologic Review Fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other _____</b>

**Address:** \_\_\_\_\_

	<b><u>Required</u></b> (by City)	<b><u>Submitted</u></b> (by applicant)	
<b><u>Miscellaneous</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Color and material samples</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Photographs (eight sets)</b>
<b><u>Outside Agencies</u></b>			
<b>MPWD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Efficient Landscape – approved plans and/or letter</b>
<b>JARPA</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Approved Joint Aquatic Resources Permit Application (JARPA) Permit or Letter</b>

**Required Signatures**

A pre-application meeting is required for Tier 2 and Tier 3 Single Family Design Review Projects. At this meeting, required submittal items will be identified and mailing labels will be provided for Neighborhood Outreach. Planning Division and Public Works Staff will sign and date this application checklist at the Pre-application meeting. Please return this checklist with the application.

**Staff Signatures:**

**Date:**

**Planning:** \_\_\_\_\_

**Public Works:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Required**  
(by City)

**Submitted**  
(by applicant)

**Applicant's Statement:** As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

**Applicant's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_



# Belmont Permit Center

## SINGLE FAMILY RESIDENTIAL PERMIT APPLICATION

Application Number: \_\_\_\_\_

### Case Type:

Zoning of Property: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Design Review (SFDR) – Tier 1   | <input type="checkbox"/> Design Review (SFDR) – Tier 2 | <input type="checkbox"/> Design Review (SFDR) -Tier 3 |
| <input type="checkbox"/> Certificate of Appropriateness  | <input type="checkbox"/> Tentative Parcel Map          | <input type="checkbox"/> Floor Area Exception         |
| <input type="checkbox"/> Variance                        | <input type="checkbox"/> Geologic Review               | <input type="checkbox"/> Conditional Use Permit (CUP) |
| <input type="checkbox"/> Detailed Development Plan (DDP) | <input type="checkbox"/> Lot Line Adjustment           | <input type="checkbox"/> Geo-Hazards Map Amendment    |
| <input type="checkbox"/> Admin DDP or CUP                | <input type="checkbox"/> Other                         |   |

Zoning Case Numbers: (staff use only) \_\_\_\_\_

### Project Description:


### Property Description:

Street Address:

, Belmont, CA 94002

Assessors Parcel Number:

Property Area (sg. ft.):

Nearest Cross Street:

### Applicant Information:

Owner name:

Telephone No. :  
(   )

Email Address

Owner Mailing Address, if different from Site Address:

Applicant Name, if different from Property Owner:

Telephone No.:  
(   )

Email Address

Applicant Mailing Address:

### Submittal Authorization:

Signature of Owner:

Date:

Signature of Applicant, if different from Owner:

Date:

For Office Use Only: Fee Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_



# Belmont Permit Center

## SINGLE FAMILY RESIDENTIAL PERMIT APPLICATION

Page 2

Street Address: \_\_\_\_\_ Application No.: \_\_\_\_\_

**Site Preparation / Grading:** ☐ No; ☐ Yes, (see standards below)

Standards	Thresholds	Submittal if Threshold Exceeded
Number of Cubic Yards of Combined Cut and Fill:  _____ Cubic Yards	If > than 50 Cubic Yards	Preliminary Grading /Drainage Plan C-3 Checklist Cut & fill/Area disturbed - on plans
Depth of any Cut or Fill at Deepest Point:  _____ Feet	If > than 2 Feet	C-3 Measures delineated on plans
Surface Area to be Graded or Cleared:  _____ Square Feet	If > than 2,000 Square Feet	

**Retaining Walls:** ☐ No; ☐ Yes, (see standards below)

Standards	Thresholds	Submittal if Threshold Exceeded
All New, Rebuilt or Extended Retaining Walls	On-site	Delineated on plans
Maximum Height of New, Rebuilt or Extended Retaining Walls:  _____ Feet	If > 6 feet & within setback areas, except for driveway bridges driveway pads	Variance Application Delineated on plans
All New, Rebuilt or Extended Retaining Walls	If in public Right-of-Way	Major Encroachment Permit Delineated on plans

***Lot Area & Slope:***

Net Lot Area: The lot area minus any access corridors on flag lots, and any access easements. \_\_\_\_\_ Square Feet

**Lot Slope – Vacant lots:** The average slope of a vacant lot shall be calculated using the following formula:

$$AS = \frac{100 IL}{A} \quad \text{_____ Percent Slope}$$

A = Net area of a lot in square feet.

AS = Average percent of slope.

I = Contour interval in feet.

L = Summation existing contour length in feet.

**Lot Slope – Developed lots:** Divide the grade elevation change from the front to the rear of the lot along the longest line within the lot boundaries, which lies perpendicular to ground contours; multiply by 100. \_\_\_\_\_ Percent Slope

***Floor Area:***

Existing Floor Area of All Enclosed Structures: \_\_\_\_\_ Square Feet

Proposed New Floor Area to be added: \_\_\_\_\_ Square Feet

Total Floor Area Resulting from Project: \_\_\_\_\_ Square Feet

***Public Improvements:***

Standards	Thresholds	Submittal if Threshold Exceeded
Sidewalk, curb and gutter	New Homes	Improvements shown on plans & constructed at building permit.
Sidewalk, curb and gutter	If floor area of addition to home > 50% of the existing floor area of the home.	Improvements shown on plans & constructed at building permit or a deferred agreement.
Fire Hydrant located within 500 feet of home; minimum flow of 1,000 GPM at 20 PSI	New home, or addition of 500 sq. ft. and disturbance of 50% or more of walls and ceiling.	Hydrant required - Improvements shown on plans & constructed at building permit.

***Landscape & Vegetation Management Plans:***

Standards	Thresholds	Submittal if Threshold Exceeded
Landscape/Irrigation Plans	New Homes & SFDR Tier 2 and Tier 3 Additions	No landscape changes – show existing landscaping; Landscape changes – show existing and proposed landscaping on plans.
Landscape/Irrigation Plan - Review by Mid-Peninsula Water District (MPWD) - Water Efficient Landscape Ordinance	Projects requiring building permit or design review with: 500 SF. - new landscaping 1000 SF - revised landscaping	Applicant reviews landscape plan with MPWD prior to SFDR submittal, and provides MPWD landscape plan review approval letter/plan with application.
Defensible Space/Vegetation Management Plan (VMP)	New homes and the project site is located in a High Fire Hazard Area.	Applicant reviews VMP with Fire Department prior to SFDR submittal, and provides Fire Department plan review approval letter/plan with application.

***Tree Protection & Removal - Trees on site: ☐ No; ☐ Yes, (see standards below)***

Standards	Thresholds	Submittal if Threshold Exceeded
Tree Plan	Trees on site	Trees delineated on tree plan, site plan and/or landscape plan. Identify trees to be retained or removed.
Arborist Report	Trees within 20 feet of site work or as determined by city staff (grading, building, ground clearance, drainage improvements, etc.)	Trees delineated on plans and trees to be retained or removed are identified. Arborist Report contains type, size and condition of trees, reason for any removals and proposed tree protection measures for trees to be retained.

***On-site Parking:***

Existing Parking / Number of Spaces:	_____ Covered	_____ Uncovered
Proposed Additional or Lost Parking Spaces:	_____ Covered	_____ Uncovered
Total Parking Spaces Resulting from Project:	_____ Covered	_____ Uncovered



**Residential Design Criteria (RDC) & Residential Design Guidelines (RDG)  
Compliance:**

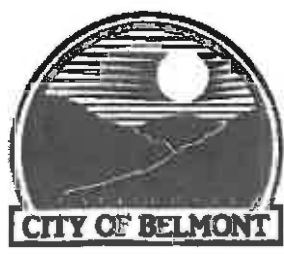
Standards	Thresholds	Submittal if Threshold Exceeded
Residential Design Criteria (RDC) Compliance	New construction: Upper story additions Plate Height > 12 ft. Roof Height > 18 ft.	Plans denote one or more methods of treatment of bulk for affected building elevations.
Residential Design Guidelines Compliance	New construction: all Single Family Residential projects	Attach RDG Checklist to application

**Pre-application Meeting & Neighborhood Outreach:**

Standards	Thresholds	Submittal if Threshold Exceeded
Pre-application meeting with planning staff	Tier 2 & Tier 3 Projects	For Meeting: Prepare conceptual plans (site plan, floor plans, and elevations), and provide pictures of the site. Include garage dimensions and trees on plans. For application, submit checklist signed by staff.  <b>Meeting date:</b> _____ <b>Planning Staff signature:</b> _____
Neighborhood Outreach	Tier 2 & Tier 3 Projects	Mailing: Basic project description, site plan, and elevations (8.5 X 11 sheets) and method of response (phone, email, meeting, etc.) sent to neighbors within 15 days of project submittal date (Tier 2 -150 foot radius, Tier 3 - 300 foot radius). Results of outreach provided before project notice occurs. Mailing labels provided at Pre-application meeting.

**Check any of the following items that apply to the project:**

- |  |   |
|--|---|
| <input type="checkbox"/> Steep Terrain > 18% (architect required to prepare plans) | <input type="checkbox"/> New Driveway / Curb-cut        |
| <input type="checkbox"/> Large Trees on Site                                       | <input type="checkbox"/> New Water Service              |
| <input type="checkbox"/> Historic Building on Site                                 | <input type="checkbox"/> Construction Dumpster Required |



## Belmont Permit Center SUBMITTAL REQUIREMENTS

**Applications** – All applications are to be filled out in ink, not pencil. Copies of all application forms are available in the Belmont Permit Center or on-line at [www.belmont.org](http://www.belmont.org).

- ☐ **Application Checklist** – The checklist indicates that all required materials are provided in the application packet, including a statement that the property owner is aware that an incomplete application may be rejected by the City.
- ☐ **Permit Application** – Provide all information regarding property, including a complete description of existing and proposed development and uses. The Permit Application must be signed in original by the property owner.
- ☐ **Supplemental Application** – All required findings shown in the Supplemental Application must have a response provided.
- ☐ **Neighborhood Outreach Strategy** – The Neighborhood Outreach Strategy shall be completed prior to the public hearing. Please refer to the Neighborhood Outreach Strategy Packet available online or in the Permit Center. The Community Development Department shall provide each applicant with the necessary noticing information to complete this task.

**Plans** – All information on the plans will be dimensioned and shown to scale. The scale will not be less than 1/10 inch = 1 foot, nor greater than 1/4 inch = 1 foot. Six sets of collated and stapled plans will be submitted, **folded to approximately 10 x 14 inches.** *You may fold your plans at our counter. Rolled or unfolded plans will not be accepted. Rolled or unfolded plans received by mail will be returned and the application shall be considered unsubmitted.*

*A total of Eight (8) complete plan sets and One (1) reduced set will be required 30 days prior to Planning Commission review. Please coordinate with your assigned project planner.*

The following information must be included in order for an application to be accepted as being complete:

- ☐ **Site Plan** – The site plan will show property lines, adjacent streets, sidewalks, curbs, public and private rights-of-way, easements, existing and proposed structures, existing and proposed setbacks, paved areas and parking spaces, emergency vehicle access and location of fire hydrants.
- ☐ **Floor Plan** – The floor plans will show exterior wall dimensions, the proposed uses of each room, and all permanent fixtures. The plans will also indicate the total square footage of each floor, existing and proposed.

**SUBMITTAL REQUIREMENTS**

- ☐ **Exterior Elevations** -- The elevations will show the height from finished grade to the uppermost portion of the roof, both existing and proposed. Exterior architectural features will be indicated, including dimensioned window sizes and roofing materials.
- ☐ **Cross-sections** – The cross-sections shall indicate the cross-slopes, both existing and proposed (after grading) and the building cross-sections, including foundations. **Two or more cross-sections may be necessary to adequately describe the project.**
- ☐ **Landscape Plan (New Landscape Proposed)** – The landscape plan will show all proposed plant materials, including species (with both scientific and common name), size and location. Irrigation plans will be included on the same or separate sheet and will indicate all fixtures and control boxes. In addition to the planting pallet information for common and scientific name include columns for California native, drought-tolerance, deer resistance, growth rate, and size/spread at maturity.
- ☐ **Landscape Plan (No Landscaping Proposed)** – Identify existing landscaping on plans and include size and species information. Indicate existing or proposed irrigation, and provide pictures of existing landscaping.
- ☐ **Tree Plan** – The tree plan will indicate the location and species of all trees on the site. The size of each tree (trunk diameter measured 4 ½ feet above natural grade) shall be indicated. Any trees to be removed shall be so indicated.
- ☐ **Property line survey** – A survey of the property must be prepared by a licensed survey or civil engineer. One copy must include a valid ‘wet’ stamp.
- ☐ **Contour / Topographic survey map** – A contour map will indicate the site’s elevation contours, and may be required to be a topographic survey of the property, prepared by a licensed surveyor or civil engineer. One copy of the survey must include a valid ‘wet’ stamp. The contours shall be no greater than five (5) foot intervals.
- ☐ **Grading Plan\*** – The grading plan will indicate the existing and proposed grades, all cut and fill areas, existing and proposed drainage, and plans for erosion control during and after grading. The plan must be prepared and signed by a California registered civil engineer. If a grading plan is required, see the “Grading Plan Submittal Requirements” sheet for additional information.
- ☐ **Drainage Plan\*** – The drainage plan will indicate existing and proposed grades, existing and proposed drainage improvements, all trees and their drip lines. The plan must be prepared and signed by a California registered civil engineer. If a drainage plan is required, see the “Drainage Plan Submittal Requirements” sheet for additional information.

*\* Note: The Grading and Drainage Plan(s) shall provide location of trees, and existing/proposed utility lines. Indicate the extent of grading limits (daylights) and all drainage facilities including roof leaders. For new homes and additions outside the existing footprint of the home, provide grading estimates (cut, fill, off-haul, import) and a grading breakdown table. Include columns for each feature (i.e., driveway access, foundations, utilities, etc.)*

**SUBMITTAL REQUIREMENTS**

- ☐ **Fire Sprinkler Plan** – The fire sprinkler plan will indicate the proposed automatic fire sprinkler system, including hydraulic calculations and specifications, in accordance with the requirements of NFPA standard 13-D, as amended by the South County Fire Authority. All plans shall be prepared by a California licensed fire sprinkler contractor, or a fire protection engineer.
- ☐ **Driveway plan and profile** – The driveway plan and profile will indicate the proposed driveway alignment, dimensions, grades and directions of cross slopes. Profiles will indicate both left and right edge where cross slopes vary. Data will be provided to support structural sections.
- ☐ **Preliminary Construction Management Plan (For substantial additions and new homes)** – The plans shall include estimated time of construction (grading, tree removal, foundation work, etc.), proposed haul route, and staging area.

**Technical Information** – The following information is required to evaluate specific project issues, based on site conditions or Municipal Code requirements.

- ☐ **Development Summary Table** – The plans shall include a Development Summary Table on the first page that includes existing and proposed floor area, Slope %, and setback averaging analysis.
- ☐ **Calculations for Estimated Cut and Fill** – The cut and fill calculations will include the number of cubic yards proposed to be removed for grading, retaining walls and structural foundations, regardless of whether the amount cut will be exported or used as fill on the site. Separate calculations will identify the cubic yards to be used as fill, including any cut or imported materials.
- ☐ **Hardscape Table** – Identify all existing and proposed hardscape in a table format. Note the hardscape associated with each feature (i.e., driveway, patio, footprint of home, etc.) and hardscape totals. Indicate whether existing/proposed hardscape would include pervious concrete, and/or pavers over a pervious substrate
- ☐ **Geotechnical and Engineering Geology Report** – The *geotechnical report* will indicate subsurface exploration and testing; analysis of groundwater levels, proposed fill or amendment activities, active faults; professional conclusions and recommendations; and specifications for all grading. The *engineering geology report* will indicate regional geologic setting; analysis of geologic formations, active and dormant landslides, hillslope and stream processes, geologic hazards; professional conclusions and recommendations, and statements regarding project suitability. If geotechnical and engineering geology reports are required, see the “Standards for Geotechnical and Engineering Geology Reports” sheet for additional information.
- ☐ **Arborist Report** – The arborist report will identify the condition and recommended disposition of all trees on the site. The report shall be prepared by a certified arborist.
- ☐ **Preliminary Title Report** – A preliminary title report shall be prepared by a title company under the laws of the State of California. The report may be no more than six months old from the date of the application filing.

***Miscellaneous***

- ☐ **Color and Material Samples** – Eight sets of the color and materials ‘board’ will be provided on paper media, not to exceed 8 ½ x 14 inches. Photographs and paint chips shall be accurate representations of the proposed colors and materials. Actual material samples – roof tiles, brick veneer, stucco pieces, etc. – are not accepted.
- ☐ **Photographs of Property** – Eight sets of photographs will be provided, depicting the front of the property, the immediate project area and adjacent structures. Photos will be mounted and labeled on 8 ½ x 11-inch paper. Color copies are accepted.

**Fees** – The fees will be calculated in accordance with the latest Belmont Fee Resolution. Fees may be paid by check or credit card at the Belmont Permit Center.

- ☐ **Application Fee**
- ☐ **Environmental Fee**
- ☐ **Tree Removal Fee**
- ☐ **Geologic Review Fee**
- ☐ **Other**



## Belmont Permit Center SUBMITTAL REQUIREMENTS

**Applications** – All applications are to be filled out in ink, not pencil. Copies of all application forms are available in the Belmont Permit Center or on-line at [www.belmont.org](http://www.belmont.org).

- ☐ **Application Checklist** – The checklist indicates that all required materials are provided in the application packet, including a statement that the property owner is aware that an incomplete application may be rejected by the City.
- ☐ **Permit Application** – Provide all information regarding property, including a complete description of existing and proposed development and uses. The Permit Application must be signed in original by the property owner.
- ☐ **Supplemental Application** – All required findings shown in the Supplemental Application must have a response provided.
- ☐ **Neighborhood Outreach Strategy** – The Neighborhood Outreach Strategy shall be completed prior to the public hearing. Please refer to the Neighborhood Outreach Strategy Packet available online or in the Permit Center. The Community Development Department shall provide each applicant with the necessary noticing information to complete this task.

**Plans** – All information on the plans will be dimensioned and shown to scale. The scale will not be less than 1/10 inch = 1 foot, nor greater than 1/4 inch = 1 foot. Six sets of collated and stapled plans will be submitted, **folded to approximately 10 x 14 inches.** *You may fold your plans at our counter. Rolled or unfolded plans will not be accepted. Rolled or unfolded plans received by mail will be returned and the application shall be considered unsubmitted.*

*A total of Eight (8) complete plan sets and One (1) reduced set will be required 30 days prior to Planning Commission review. Please coordinate with your assigned project planner.*

The following information must be included in order for an application to be accepted as being complete:

- ☐ **Site Plan** – The site plan will show property lines, adjacent streets, sidewalks, curbs, public and private rights-of-way, easements, existing and proposed structures, existing and proposed setbacks, paved areas and parking spaces, emergency vehicle access and location of fire hydrants.
- ☐ **Floor Plan** – The floor plans will show exterior wall dimensions, the proposed uses of each room, and all permanent fixtures. The plans will also indicate the total square footage of each floor, existing and proposed.

***SUBMITTAL REQUIREMENTS***

- ☐ **Exterior Elevations** – The elevations will show the height from finished grade to the uppermost portion of the roof, both existing and proposed. Exterior architectural features will be indicated, including dimensioned window sizes and roofing materials.
- ☐ **Cross-sections** – The cross-sections shall indicate the cross-slopes, both existing and proposed (after grading) and the building cross-sections, including foundations. Two or more cross-sections may be necessary to adequately describe the project.
- ☐ **Landscape Plan (New Landscape Proposed)** – The landscape plan will show all proposed plant materials, including species (with both scientific and common name), size and location. Irrigation plans will be included on the same or separate sheet and will indicate all fixtures and control boxes. In addition to the planting pallet information for common and scientific name include columns for California native, drought-tolerance, deer resistance, growth rate, and size/spread at maturity.
- ☐ **Landscape Plan (No Landscaping Proposed)** – Identify existing landscaping on plans and include size and species information. Indicate existing or proposed irrigation, and provide pictures of existing landscaping.
- ☐ **Tree Plan** – The tree plan will indicate the location and species of all trees on the site. The size of each tree (trunk diameter measured 4 ½ feet above natural grade) shall be indicated. Any trees to be removed shall be so indicated.
- ☐ **Property line survey** – A survey of the property must be prepared by a licensed survey or civil engineer. One copy must include a valid ‘wet’ stamp.
- ☐ **Contour / Topographic survey map** – A contour map will indicate the site’s elevation contours, and may be required to be a topographic survey of the property, prepared by a licensed surveyor or civil engineer. One copy of the survey must include a valid ‘wet’ stamp. The contours shall be no greater than five (5) foot intervals.
- ☐ **Grading Plan\*** – The grading plan will indicate the existing and proposed grades, all cut and fill areas, existing and proposed drainage, and plans for erosion control during and after grading. The plan must be prepared and signed by a California registered civil engineer. If a grading plan is required, see the “Grading Plan Submittal Requirements” sheet for additional information.
- ☐ **Drainage Plan\*** – The drainage plan will indicate existing and proposed grades, existing and proposed drainage improvements, all trees and their drip lines. The plan must be prepared and signed by a California registered civil engineer. If a drainage plan is required, see the “Drainage Plan Submittal Requirements” sheet for additional information.

*\* Note: The Grading and Drainage Plan(s) shall provide location of trees, and existing/proposed utility lines. Indicate the extent of grading limits (daylights) and all drainage facilities including roof leaders. For new homes and additions outside the existing footprint of the home, provide grading estimates (cut, fill, off-haul, import) and a grading breakdown table. Include columns for each feature (i.e., driveway access, foundations, utilities, etc.)*

**SUBMITTAL REQUIREMENTS**

- ☐ **Fire Sprinkler Plan** – The fire sprinkler plan will indicate the proposed automatic fire sprinkler system, including hydraulic calculations and specifications, in accordance with the requirements of NFPA standard 13-D, as amended by the South County Fire Authority. All plans shall be prepared by a California licensed fire sprinkler contractor, or a fire protection engineer.
- ☐ **Driveway plan and profile** – The driveway plan and profile will indicate the proposed driveway alignment, dimensions, grades and directions of cross slopes. Profiles will indicate both left and right edge where cross slopes vary. Data will be provided to support structural sections.
- ☐ **Preliminary Construction Management Plan (For substantial additions and new homes)** – The plans shall include estimated time of construction (grading, tree removal, foundation work, etc.), proposed haul route, and staging area.

**Technical Information** – The following information is required to evaluate specific project issues, based on site conditions or Municipal Code requirements.

- ☐ **Development Summary Table** – The plans shall include a Development Summary Table on the first page that includes existing and proposed floor area, Slope %, and setback averaging analysis.
- ☐ **Calculations for Estimated Cut and Fill** – The cut and fill calculations will include the number of cubic yards proposed to be removed for grading, retaining walls and structural foundations, regardless of whether the amount cut will be exported or used as fill on the site. Separate calculations will identify the cubic yards to be used as fill, including any cut or imported materials.
- ☐ **Hardscape Table** – Identify all existing and proposed hardscape in a table format. Note the hardscape associated with each feature (i.e., driveway, patio, footprint of home, etc.) and hardscape totals. Indicate whether existing/proposed hardscape would include pervious concrete, and/or pavers over a pervious substrate
- ☐ **Geotechnical and Engineering Geology Report** – The *geotechnical report* will indicate subsurface exploration and testing; analysis of groundwater levels, proposed fill or amendment activities, active faults; professional conclusions and recommendations; and specifications for all grading. The *engineering geology report* will indicate regional geologic setting; analysis of geologic formations, active and dormant landslides, hillslope and stream processes, geologic hazards; professional conclusions and recommendations, and statements regarding project suitability. If geotechnical and engineering geology reports are required, see the “Standards for Geotechnical and Engineering Geology Reports” sheet for additional information.
- ☐ **Arborist Report** – The arborist report will identify the condition and recommended disposition of all trees on the site. The report shall be prepared by a certified arborist.
- ☐ **Preliminary Title Report** – A preliminary title report shall be prepared by a title company under the laws of the State of California. The report may be no more than six months old from the date of the application filing.



***Miscellaneous***

- ☐ **Color and Material Samples** – Eight sets of the color and materials ‘board’ will be provided on paper media, not to exceed 8 ½ x 14 inches. Photographs and paint chips shall be accurate representations of the proposed colors and materials. Actual material samples – roof tiles, brick veneer, stucco pieces, etc. – are not accepted.
- ☐ **Photographs of Property** – Eight sets of photographs will be provided, depicting the front of the property, the immediate project area and adjacent structures. Photos will be mounted and labeled on 8 ½ x 11-inch paper. Color copies are accepted.

**Fees** – The fees will be calculated in accordance with the latest Belmont Fee Resolution. Fees may be paid by check or credit card at the Belmont Permit Center.

- ☐ **Application Fee**
- ☐ **Environmental Fee**
- ☐ **Tree Removal Fee**
- ☐ **Geologic Review Fee**
- ☐ **Other**



## **PROPERTY OWNER AFFADAVIT**

**Application No.:** \_\_\_\_\_  
(Office Use)

***Site Address:*** \_\_\_\_\_

***Project Description:*** \_\_\_\_\_

***Property Owner Name:*** \_\_\_\_\_

**I. OWNERSHIP**

I hereby declare that I am the owner of the property involved in this application.

\_\_\_\_\_  
(Owner's Initials)

**II. FLOOR AREA AND GRADING**

I hereby declare that the information provided on project Floor Area and Grading are accurate to the best of my knowledge and belief. I further acknowledge that revisions to these calculations in the building permit review process may cause the zoning approval granted to the project to be invalid, and that a revised zoning application may be required.

\_\_\_\_\_  
(Owner's Initials)

**III. NEIGHBORHOOD OUTREACH**

I hereby declare that I have submitted and will implement a Neighborhood Outreach Strategy with the objective of fostering a dialogue with my neighbors of the proposed project and its possible effects on the neighborhood.

\_\_\_\_\_  
(Owner's Initials)

**IV. ACCURACY OF INFORMATION**

I hereby acknowledge that all statements, responses and information submitted in support of this application are true and correct to the best of my knowledge and belief. I further acknowledge that if it is determined that any information related to the project description, specifications, or dimensions; proposed use; or other aspects of the project is false or inaccurate for any reason, the City of Belmont may deem the application invalid or incomplete, at its own discretion.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**